

## Terms of Reference (TOR)

### **Developing case studies to showcase climate action by cities under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II) project**

#### **1. Background**

ICLEI South Asia is implementing the European Commission funded project on '[Accelerating climate action through the promotion of Urban Low Emission Development Strategies \(Urban-LEDS II\)](#)' in select cities of India and Bangladesh with support from UN-Habitat as an implementing partner. This project, being implemented from 2017 to 2021, aims to reduce greenhouse gas emissions and support implementation of climate actions at local level through the promotion of Urban Low Emission Development Strategies (Urban LEADS) in cities/towns of emerging economies (Brazil, Colombia, India, Indonesia and South Africa) and Least Developed Countries (Bangladesh, Lao PDR and Rwanda).

In South Asia, the Urban-LEDS II project has supported the cities of Thane & Nagpur from India and Rajshahi & Narayanganj from Bangladesh in climate action planning and implementation of on-ground demonstration solutions. The demonstration solutions (or pilot projects) respond to the local context and priorities, and enable the cities to address climate change and promote urban sustainability.

As the Urban-LEDS II programme is nearing completion, it is sought to produce high-quality knowledge content to depict activities, results, and impacts from project cities in order to demonstrate the breadth of experience, learning and achievement realized.

#### **2. Details of the consultancy assignment:**

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| <b>A) Location of the project</b> | Remote (Desk-based)   |
| <b>B) Objective</b>               | The objective is to summarize impacts and results from demonstration projects implemented in project cities through narrative case studies and convey them in a technically accessible and communicable format, focusing on impacts and results in the local context.   |
| <b>C) Scope of Work</b>           | <p>The assignment should cover at minimum the following core tasks:</p> <ul style="list-style-type: none"> <li>• Undertaking the necessary research and writing to develop five case studies to capture results and impacts from five demonstration projects implemented across the cities of Thane, Nagpur, Rajshahi and Narayanganj.</li> </ul> |

- Review available project related data and documents, and gather insights from ICLEI South Asia’s technical project team in order to develop 2-4 page case studies.
- These narratives should be written in an easily accessible manner and include substantive results (such as technology/approach demonstration for uptake and scale-up, awareness and knowledge enhancement, climate change and socio-economic benefits, etc.) achieved through Urban-LEDS II work.

The specific methodology for the tasks is to be suggested by the implementing consultant and should utilize a mixed-methods approach, which could include activities such as thorough document review, activity mapping, interviews to gather insights from project staff, etc.

The demonstration projects expected to be captured through the narrative case studies (2-4 pages x 5 nos.) include:

1. Deployment of rooftop solar PV systems in two building types (public community library and healthcare centre) for sustainable energy integration and enhancing resilience (Narayanganj city, Bangladesh)
2. Installation of air quality monitoring system to support evidence-based air quality management (Narayanganj city, Bangladesh)
3. Urban greening and biodiversity improvement through pilot plantation project and enhancing awareness (Rajshahi city, Bangladesh)
4. Increasing urban climate resilience by introducing Internet of Things (IoT) based early flood warning system (Thane city, India)
5. Development of a Local Biodiversity Strategy and Action Plan (LBSAP) to conserve and enhance biodiversity (Nagpur city, India)

Bidders may choose to also include services for delivering visually compelling designs (for digital and print format) of the five narrative case studies in their proposal offer. Layout and designing shall be completed within the project timeframe as noted in section E of this ToR. Bidders are invited to reach out to the ICLEI South Asia contact point, noted in this document, for further queries.

Note:

- The envisaged tasks will be undertaken with the guidance of the Urban-LEDS II project managers from ICLEI South Asia. Bidders shall communicate with relevant contact points at ICLEI South Asia in a

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|  | <p>professional and timely manner on progress and on all inputs needed to complete the assignment within the required timeframe.</p> <ul style="list-style-type: none"> <li>• Relevant project information and documents (technical notes, summaries, reports, news, photographs) for the consultant’s review and synthesis will be shared by the ICLEI South Asia team. While the ICLEI South Asia team will provide insights for the five case studies, the consultant is expected to undertake his/her own research for understanding of the local context and solutions implemented as necessary to deliver the output.</li> </ul>  |
| <p><b>D) Intended Audience</b></p>         | <p>The case studies are intended to simultaneously serve as project highlight summaries, knowledge sharing tools, and visibility and outreach products. The intended audience is cities, climate change and sustainability practitioners and donor bodies. They will be shared on-line, through knowledge platforms, and at national and international fora.</p> <p>The deliverable outputs will be added to a <a href="#">suite of case studies</a> capturing best practices on low emission and resilient climate action as part of the Urban-LEDS project. Samples for reference are available at the following links:</p> <p><a href="#">Implementing Low Carbon Measures in Municipal School</a></p> <p><a href="#">Ecomobility in one of India's leading Smart Cities</a></p>   |
| <p><b>E) Time Schedule of delivery</b></p> | <p>This remote desk-based assignment is expected to be completed in 6 weeks (latest by October 25, 2021).</p> <ul style="list-style-type: none"> <li>• Submission of final workplan and case study outline (template) after kick-off call with ICLEI South Asia team – <b>5 days from award of contract</b></li> <li>• Completion and submission of draft versions (soft copies) of three (3) case studies – <b>3 weeks from award of contract</b></li> <li>• Completion and submission of final versions of all five (5) case studies – <b>6 weeks from award of contract</b></li> </ul> <p>It shall be noted that in any case there is no possibility of timeline extension for this consultancy. In case of incomplete work the payment will be made on pro rata basis for the tasks completed and the same will be decided by ICLEI South Asia.</p> |
| <p><b>F) Payment and delivery</b></p>      | <ul style="list-style-type: none"> <li>• <b>30% of total work value:</b> On signing of work order and acceptance of final work plan and case study outline by ICLEI South Asia</li> </ul>   |

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| <p><b>schedule</b></p>  | <ul style="list-style-type: none"> <li>• <b>30% of total work value:</b> On submission and acceptance by ICLEI South Asia of draft versions of three (3) case studies</li> <li>• <b>Remaining 40% of total work value:</b> On satisfactory completion and acceptance by ICLEI South Asia of final versions (soft copies) of all five (5) case studies</li> </ul>  |
| <p><b>G) Timeline for proposal submission and selection</b></p> | <ul style="list-style-type: none"> <li>• ToR published – August 26, 2021</li> <li>• Last date for submission of proposal – September 3, 2021</li> <li>• Issue of work order to selected consultant – September 8, 2021</li> </ul>   |
| <p><b>H) Contact</b></p>  | <p><b>For bid submission (soft copy):</b></p> <p>i) Soumya Chaturvedula,<br/>Deputy Director,<br/>ICLEI South Asia,<br/>Email: <a href="mailto:soumya.chaturvedula@iclei.org">soumya.chaturvedula@iclei.org</a></p> <p>ii) Nikhil Kolsepatil,<br/>Senior Manager (Energy &amp; Climate),<br/>ICLEI South Asia,<br/>Email: <a href="mailto:nikhil.kolsepatil@iclei.org">nikhil.kolsepatil@iclei.org</a></p> <p>iii) Bhaskar Padigala,<br/>Country Representative –Bangladesh,<br/>Manager (Energy &amp; Climate),<br/>ICLEI South Asia,<br/>Email: <a href="mailto:bhaskar.padigala@iclei.org">bhaskar.padigala@iclei.org</a></p> <p><b>For any queries:</b><br/>Nikhil Kolsepatil,<br/>Senior Manager (Energy &amp; Climate),<br/>ICLEI South Asia,<br/>Email: <a href="mailto:nikhil.kolsepatil@iclei.org">nikhil.kolsepatil@iclei.org</a><br/>(+91) – 85859 73062</p> |
| <p><b>I) Consultant Credentials</b></p>                         | <p><b>Both independent consultants and firms are welcome to apply. The consultants should ideally have the following expertise and experience:</b></p> <p><b>Technical requirements</b></p> <p>a) Proven experience with analysis and communication of climate change</p>   |

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|   | <p>projects, including summarization of outcomes, analysis of success factors, and economic, social, and environmental benefits</p> <p>b) Master’s Degree in journalism, environmental studies, or development studies or related field</p> <p>c) Min. 5 years of experience in the areas of climate mitigation, institutional development, sustainable development, environmental planning or a closely related field including demonstrated experience producing writing related to climate change</p> <p>d) Proven excellent English writing and communication skills, particularly in the context of writing to make complex content accessible to all (note: the potential firm/candidate(s) must submit a list of sample articles, blogs and/or publications)</p> <p>e) Demonstrated prior experience of working with EU funded projects, development organizations and think tanks in the energy and climate space will be favorable</p> <p><b>Financial requirements</b></p> <p>a) The bidder (if a firm) should possess a valid national registration certificate.</p> <p>b) The bidder should be submit VAT registration (if a firm) and up-to-date PAN certificate.</p> <p>c) The bidder (if an individual) should possess valid national identity document to prove nationality.</p> |
| <p><b>J) Details required in proposal</b></p> | <p><b><u>Technical Bid:</u></b></p> <p>Technical bid shall cover the following points.</p> <ol style="list-style-type: none"> <li>1. Credentials of organization(s) and or individual</li> <li>2. Concept proposal with methodological approach for undertaking the current assignment. Detailed work plan (with timelines) to accomplish the task within the scheduled project duration.</li> <li>3. Details of similar previous projects (at least 3) implemented by the organization(s)/individual with documentary proof for the same</li> <li>4. The consultant shall make an assessment of required support personnel (technical and administrative if any) to undertake the assignment. Consultant should provide time estimates of key Personnel in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered.</li> <li>5. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting (if a multi-</li> </ol>  |

personnel team). CVs demonstrating qualifications must be submitted. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event.

**Financial Bid:**

Financial bid shall cover the following points.

1. Financial bid for the tasks listed in the ToR document. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR.
2. A financial proposal clearly stating manpower/expert time and costs as may be required, adequately addressing the manpower stated available for the assignment, as given in the technical proposal. If the bidder is also offering design services, the corresponding costs need to be indicated as a separate item.
3. The Financial bid shall be inclusive of all the costs including taxes associated with the assignment. The financial bid should be prepared in INR.
4. The total amount indicated in the financial bid shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.
5. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
6. Latest audited financial statement

*Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia. Bidders shall ensure that the technical and price bid documents shall have a sign of the authorized representative/signatory, on the first and last pages at a minimum.*

All Technical and Financial bids should preferably be in English. Bidders are encouraged to visit the weblink with the ToR before submission of bid.

**Soft copy of the proposal/bid document (technical and financial) should be mailed to ICLEI South Asia on the contact details mentioned in this document no later than 3<sup>rd</sup> September, 2021.**

Please note:

- a) All or any accessories/consumables/items required for satisfactory

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|  | <p>commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges</p> <p>b) Bid Validity: All bids submitted shall remain valid for a period of 30 days from the time of submission. Any bids submitted for a lesser duration can be disqualified.</p> <p>c) In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder.</p> |
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### 3. Terms and Conditions:

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| <b>Deviation from date of completion and timeline</b> | <p>a) Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order</p> <p>b) If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 7 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.</p> <p>c) In the event of any occurrences causing delay, the bidder shall intimate immediately in writing to ICLEI South Asia.</p> |
| <b>Conflict Resolution</b>                            | <p>In case of a conflict, the same would be addressed through mutual discussions. In case the conflict cannot be mutually sorted, ICLEI South Asia's decision would be final and binding.</p>  |
| <b>Termination of Contract</b>                        | <p>In case the expert/consultant is unable to perform as per the expectations of the project team and/or project cities, the contract of the expert/consultant can be terminated based on mutual consent. In case of contract termination, the expert/consultant would be paid on the basis of deliverables completed to the satisfaction of ICLEI South Asia.</p>   |
| <b>Ownership and Copyright</b>                        | <p>The selected consultants shall understand that as part of the Consultancy, they might be asked to create, modify or contribute to the creation of designs, documentation and other copyrightable works. The Consultant agrees that any and all designs and assignment outputs, including design formats, text, photographs, work-up files, documentation and other copyrightable materials that have been prepared as part of this contract shall be "works made for hire" and that ICLEI South Asia shall own all the copyright rights in such works.</p>  |